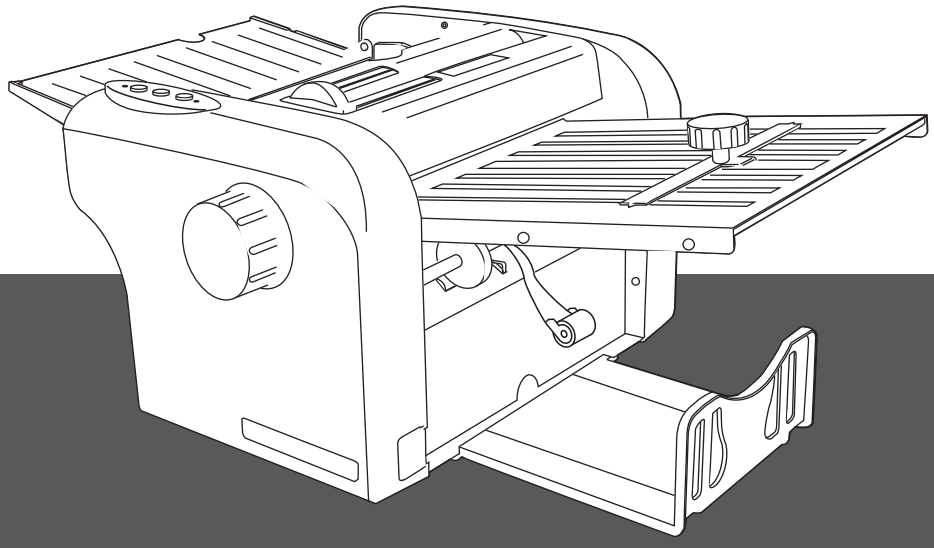
87M

Manual Folder

INSTRUCTION MANUAL

[120 V]



MBM CORPORATION

INTRODUCTION

Thank you for purchasing this MBM folder. This machine is designed to efficiently fold Font Letter, Legal and A4 size (or equivalent) paper.

To ensure correct usage, please read this instruction manual thoroughly, especially the section entitled “Safety Precautions”.

The aim of this instruction manual is to ensure safe and proper use of the equipment.
For this reason, do not attempt to remodel, modify or adapt this equipment or to use it for any other purpose than that intended by the manufacturer.

After reading, please keep this instruction manual handy for future reference.

SAFETY PRECAUTIONS

Always observe the cautions and warnings given below to prevent personal injury or property damage.

■ The degree of danger and damage that could occur is indicated on two levels by the following marks.

⚠ ***WARNING*** **:** ***Ignoring this mark could result in the possibility of serious injury or even death.***

⚠ ***CAUTION*** **:** ***Ignoring this mark could result in the possibility of injury or physical damage.***

■ The following graphic symbols indicate the various types of action to be performed or avoided.

This graphic symbol indicates a forbidden action.

means "Do not disassemble."

means "Do not touch."

This graphic symbol indicates actions that must be performed.

means "Disconnect the power plug."

⚠ *WARNING:*

Do not place metal objects or vessels containing liquids on top of the unit. The entry of any metal object or liquid could result in fire or electrical shock.

Do not insert any metal or easily-combustible object inside this unit. This could result in fire or electrical shock.

Do not touch or insert foreign objects into any rotating part during operation. This could result in injury.

Do not remove the cover or back panel. This unit contains high-voltage components that could cause electrical shock.

Do not disassemble, modify or repair this unit. There is a danger of fire, electrical shock or injury. Contact your MBM dealer when repairs are necessary.

Use only the power supply voltage specified on the main nameplate. Using other voltages could result in fire or electrical shock.

Keep this unit and the power cord away from heaters and heater vents. Excessive heat could melt the cover or power cord covering, and result in fire or electrical shock.

(Continued on the next page)

SAFETY PRECAUTIONS (continued)

Make sure that the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlets or plug receptacles. Exceeding the capacity rating could cause the power outlets, plug receptacles, or power extension cords to overheat and catch fire.

Remove any dust that accumulates on the power plug prongs and the surface of the plug from which the prongs extend. Accumulated dust could result in fire.

If any foreign object such as metal or liquid should enter this unit, immediately turn the unit off at the power switch and disconnect the power plug from the power outlet. Failure to do so could result in fire or electrical shock. Contact your MBM dealer immediately.

Do not damage the power cord or power plug. (Do not scratch, alter, bend, twist, pull or place heavy objects on the power cord or power plug.)
This could result in damage, fire or electrical shock.

Always grip the plug when disconnecting the power plug from the power outlet. Forcibly pulling the power cord could cause damage, resulting in fire or electrical shock.

Do not handle the power plug with wet hands. This could result in electrical shock.

Before cleaning this unit, turn the unit off at the power switch and disconnect the power plug from the power outlet. Accidental operation of the unit during cleaning could result in injury.

Do not touch the power switch with wet hands. Otherwise electric hazards may occur.

Do not use flammable sprays inside or near the unit (e.g. when cleaning the unit). Such flammable gas may ignite and cause fire or combustion.

⚠ *CAUTION:*

Keep away long hair, ties, jewelry and loose clothing. This could result in injury.

Do not use solvent inside or near the unit (e.g. when cleaning the unit). Such solvents may damage the rubber rollers and resin inside the unit, resulting in malfunctions.

Always disconnect the power plug from the power outlet when the unit is not to be used for an extended period. Failure to do so could result in fire due to leakage current if the insulation should deteriorate.

Install this unit on a level, stable stand or floor, with sufficient space around it. Failure to do so could result in the unit overturning and causing injury.

Do not install this unit in a location where there is excessive humidity or where contact with water is possible. Poor choice of location could result in deterioration of the insulation, fire or electrical shock.

Disconnect the power plug from the power outlet before attempting to move this unit. Failure to do so could result in power cord damage, fire or electrical shock.

USAGE PRECAUTIONS

1. Power Supply

- This equipment shall be installed near the socket-outlet where the plug on the power supply cord is easily accessible.
- Make sure the power supply used is always within the following range.
  - 120 VAC, 60Hz
- When you power other appliances from the same AC outlet, make sure that the combined power consumption does not exceed the power supply capacity.
  - Rated power of this equipment: 75 W
- For continued protection against risk of fire, replace only with same type and rating of fuse.

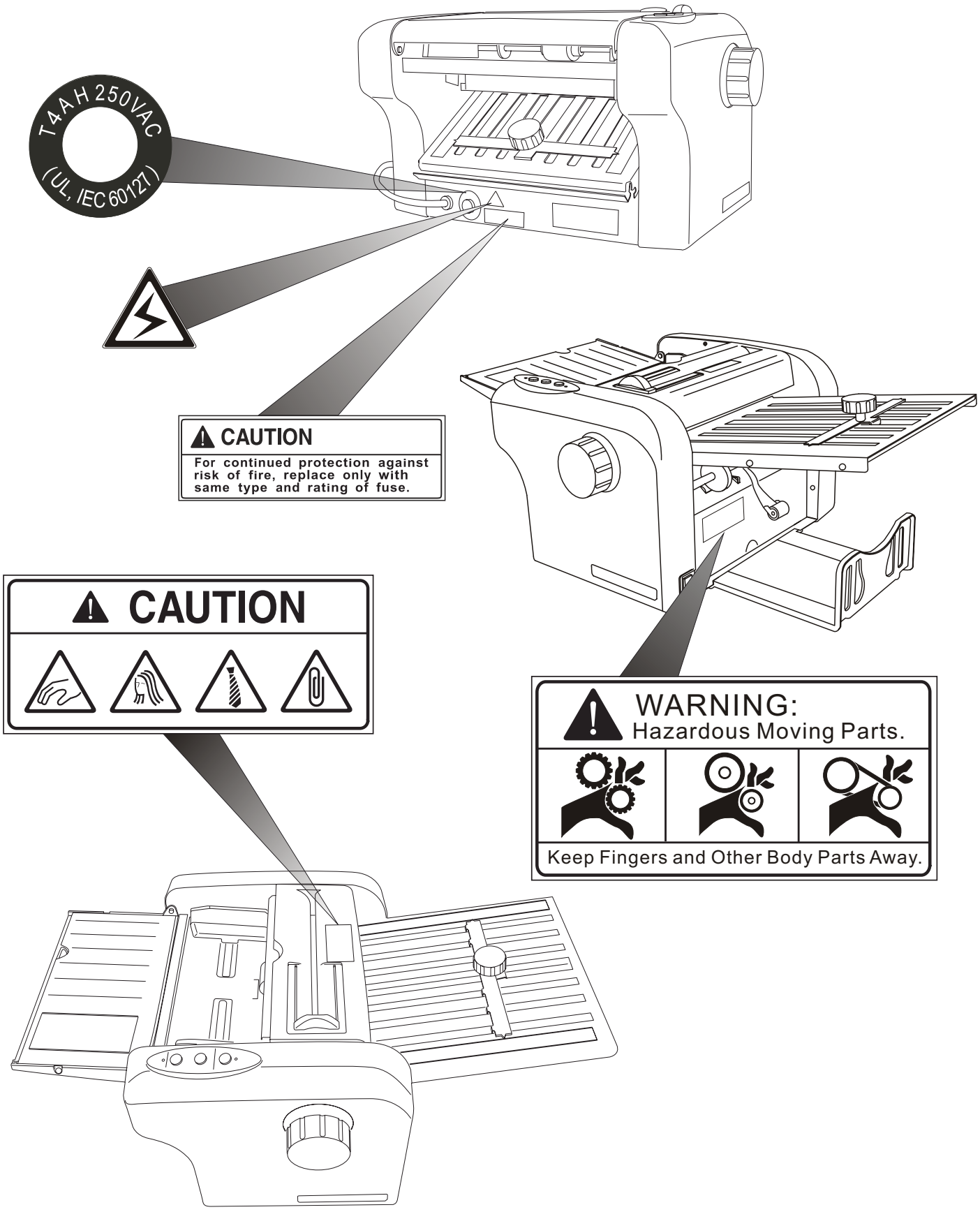
2. Operating Environment

Operate this unit in the following environment:

- Temperature range between 41°F (5°C) to 86°F (30°C).
- Humidity range between 10 and 80% RH (no dew condensation).
- Not subject to direct sunlight.

Warning Sticker

Please kindly contact your MBM dealer to get new stickers if any of these stickers are damaged or missing.



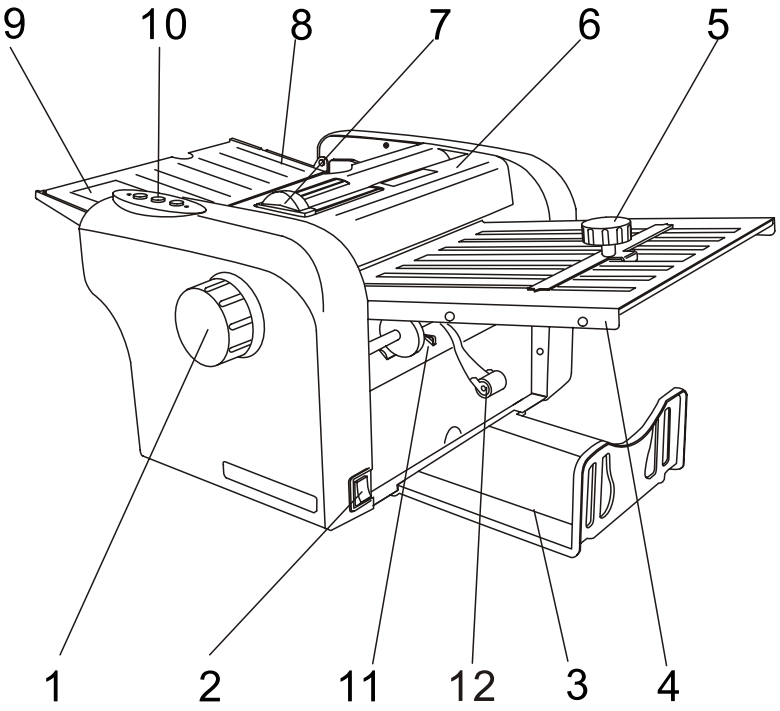
Specifications

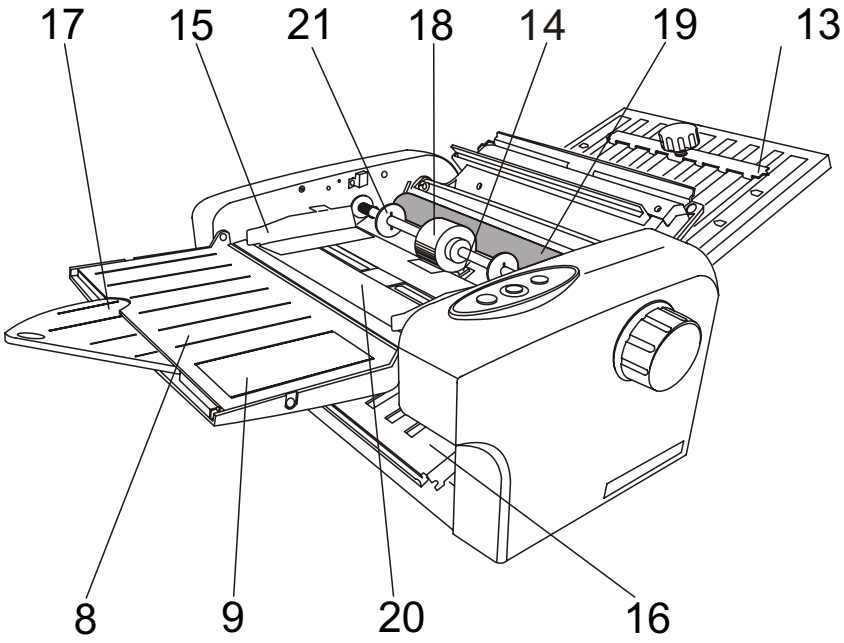
Model	MBM 87M Manual Folder
Paper size	LT(8 ½" x 11"), LGA(8 ½" x 14") and A4(8 ¼" x 11¾") only Width: 4" - 8½" Length: 5" - 14"
Paper weight	16 - 80 lbs.
Paper quality	Fine quality paper, recycled paper
Folding speed	Dual selectable speed ✸ HIGH: 120 sheets/min. (Default setting) ✸ LOW: 100 sheets/min.
Folding mode	Single fold, Double parallel fold, Letter fold, Z fold
Loading capacity	150 sheets (80 gsm paper)
Feeding mode	Auto / Manual
Maximum number of sheets fed manually	Up to three (3) 20# paper
Dimension	26.57" (W) x 15" (D) x 10" (H) (In operation)
Net weight	24 LBS.
Power consumption	75W
Power source	120VAC/60Hz

✸ May vary due to variations in paper and power supply.
Due to quality improvement, the specifications given above are subject to change without prior notice.

Parts Name

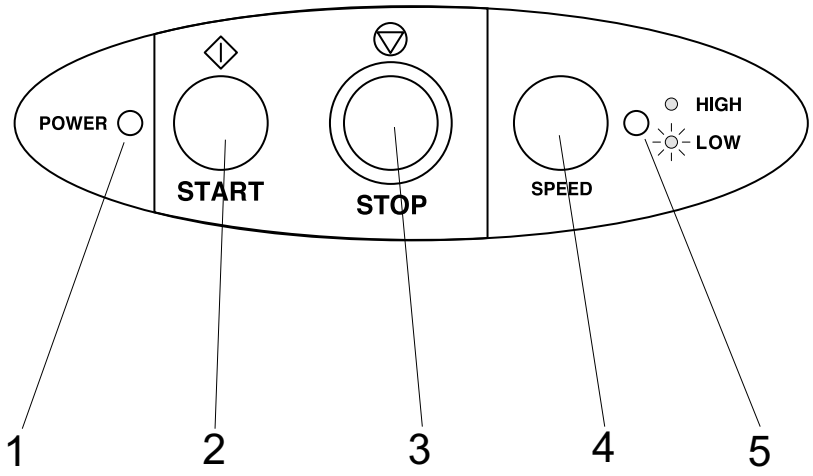
1. Manual Knob
2. Power Switch
3. Receiving Tray
4. Upper Plate
5. Dial
6. Manual Feed Cover
7. Paper Width Guide
8. Auxiliary Feed Table
9. Folding Instruction
10. Control Panel
11. Paper Delivery Sensor
12. Delivery Auxiliary Guide





13. Fold Stop
14. Paper Separator
15. Side Guide
16. Lower Plate
17. Extension Table
18. Feed Roller Unit
19. Folding Roller
20. Feed Table
21. Auxiliary Feed Ring

Control Panel



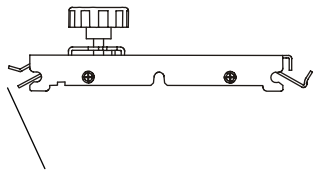
No	Name	Operation
1.	Power Lamp	Lights up when the power is ON.
2.	Start Button	Press this button to start folding
3.	Stop / Reset Button	Press this button to stop folding. The machine stops also when sheets on the feed table run out. Press this button to reset the machine after clearing a jam in manual mode.
4.	Speed Button	Switches high speed and low speed. When turning the power on, it is set to high speed. (It will not function when the machine is running.)
5.	Low Speed Lamp	Indicates the machine is running at low speed.

Installing the Upper Plate and Delivery Auxiliary Guide

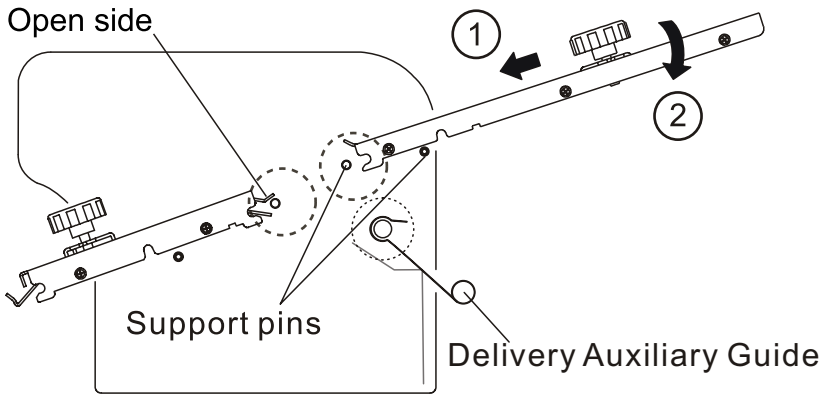
For Letter fold, Z fold, and Double fold

Hang the Delivery Auxiliary Guide if required.

Insert the Upper Plate along the guide line until it goes as far as possible, and seats on the support pins at the cutout.



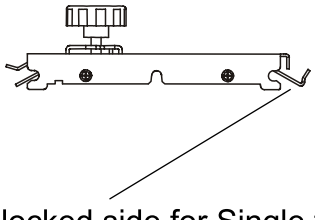
Open side for Letter fold,
Z fold, and Double fold



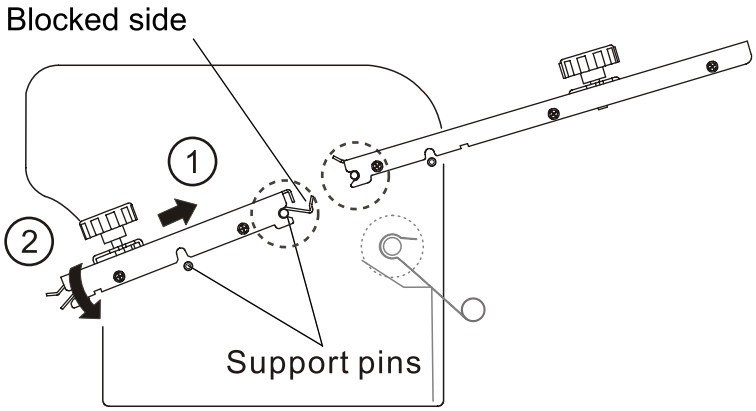
The Lower Plate is factory-installed with the Open side leading to perform Letter fold, Z fold, and Double fold.

For Single fold

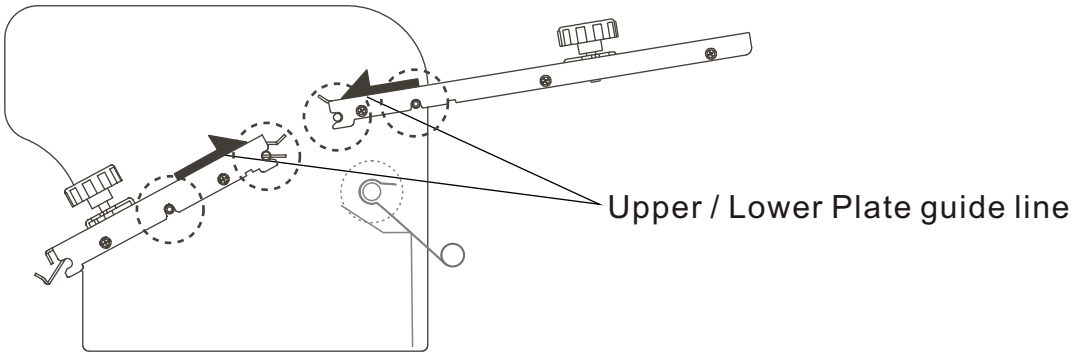
Remove the Lower Plate once, and insert it again pressing it down along the guide line in the reverse direction with the blocked side leading.
Make sure that it is firmly seated on the support pins at the cutout.



Blocked side for Single fold



Make sure that both Upper/Lower Plates are firmly seated in position.
If improperly installed, the machine will not start.



1. Making necessary settings

1. Position the Fold Stop according to the desired Fold type.

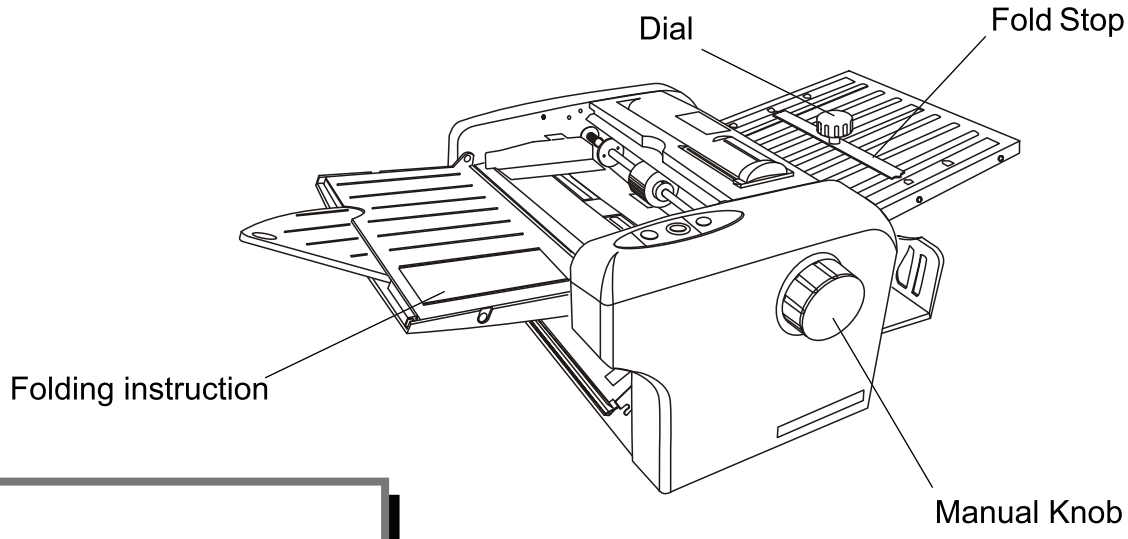
   1. Loosen the Dial on the Fold Stop.

   2. Move the Fold Stop on Upper/Lower Plates to the specified position referring to the Folding Instruction.

   3. Lock the Dial tightly.

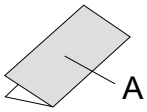
2. Fine Adjustment

   Holding down, rotate the Manual Knob to feed a sheet. Move the Fold Stop little by little to proper position referring to the Correcting Folding on page 12. Repeat test folding until fine adjustment is achieved.



Note:
Default setting of both Plates is
8 ½" x 11"

Correcting Folding Misalignment

<table>
<tr><td colspan="2" rowspan="2">Fold Type</td><td colspan="2">Misalignment</td></tr>
<tr><td colspan="2">Move the stop as arrow indicates</td></tr>
<tr><td rowspan="2">Single fold</td><td rowspan="2"> 
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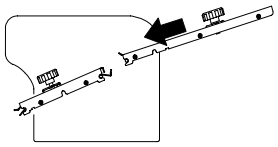
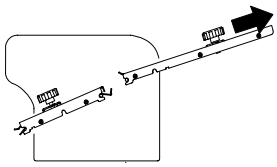
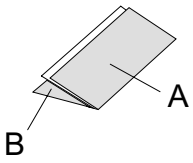
<tr><td>  </td><td>  </td></tr>
<tr><td rowspan="4">Double parallel fold</td><td rowspan="4"> 
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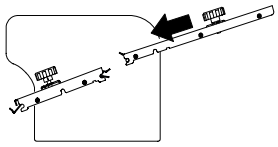
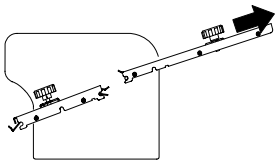
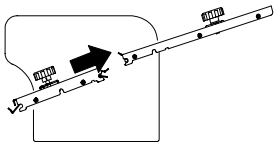
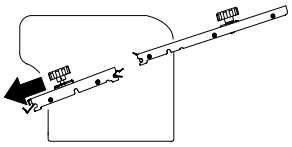
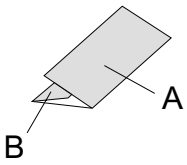
<tr><td>  </td><td>  </td></tr>
<tr><td>When B is Longer</td><td>When B is Shorter</td></tr>
<tr><td>  </td><td>  </td></tr>
<tr><td rowspan="4">Letter fold</td><td rowspan="4"> 
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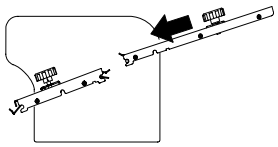
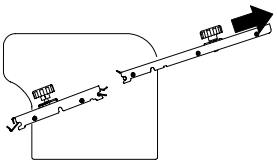
<tr><td>  </td><td>  </td></tr>
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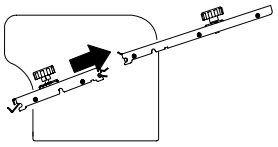
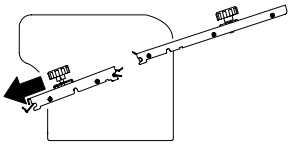
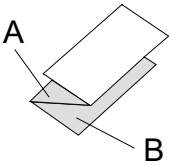
<tr><td>  </td><td>  </td></tr>
<tr><td rowspan="4">Z fold</td><td rowspan="4"> 
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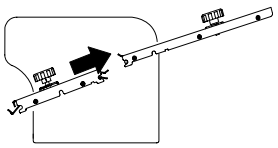
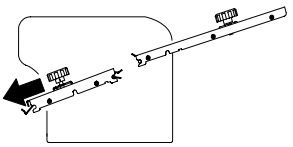
<tr><td>  </td><td>  </td></tr>
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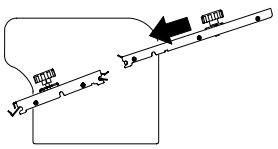
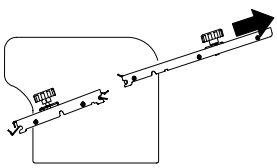
<tr><td>  </td><td>  </td></tr>
</table>

NOTE: Move the Fold Stop by half of the distance to be corrected, for example, move the Stop by ⅛" when ¼" of correction is required.

3. Selecting folding speed

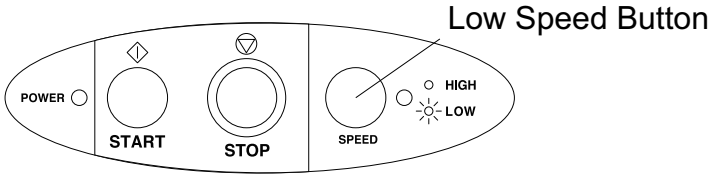
Two folding speeds are available for better fold quality.

High speed: 120 sheets / min.
(Default setting: suitable for normal weight of paper, more than 20LB Bond)
Low speed: 100 sheets / min.
(Optional setting: suitable for thinner paper, light weight less than 20LB Bond)

Select folding speed according to the weight of paper to be folded.

✸**Folding speed may vary due to variations in paper and power supply.**

To select low speed, press the Low Speed button. The Low Speed Lamp lights up when running at low speed.

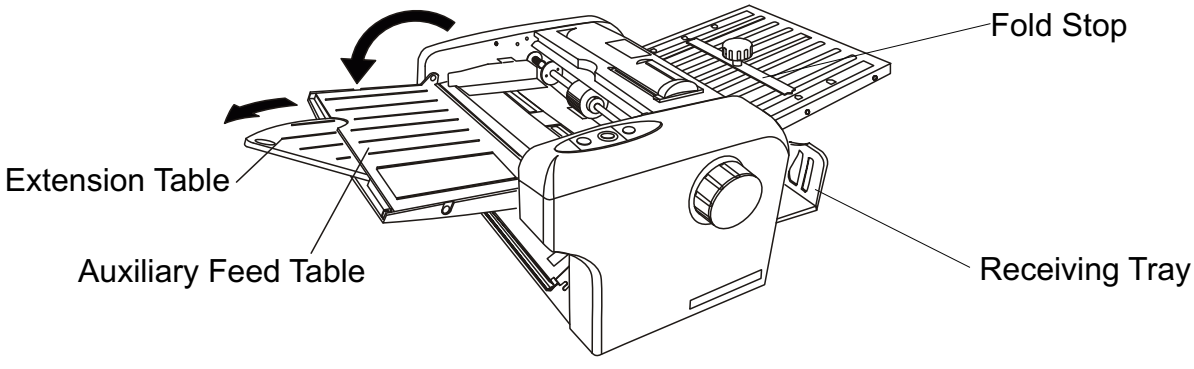


CAUTION

1. DO NOT touch any moving part during operation.This could result in injury.
2. DO NOT let hair, a necktie, or a necklace hang above the drive of the machine. Doing so may cause injury.

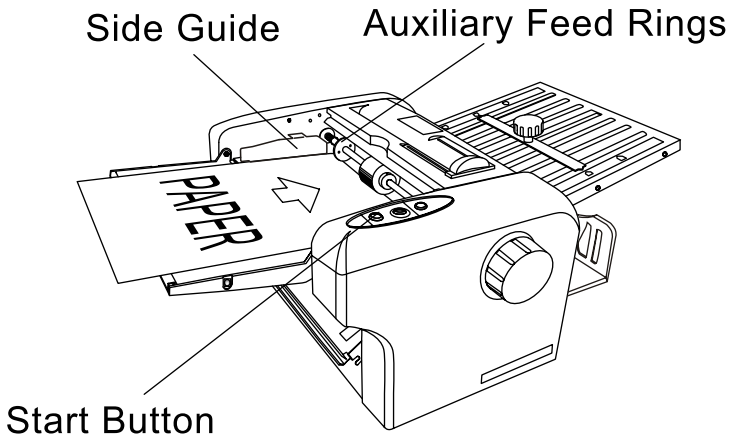
2. Auto Mode

1. Turn on the power switch.
2. Position the Fold Stop referring to the Folding Instruction.
3. Pull the Receiving Tray fully out.
4. Select folding speed according to the weight of paper.
5. Open the Auxiliary Feed Table and pull out the Extension Table.



6. Holding down the Feed Table, load sheets on it. Move the Side Guides to the edge of sheets without any clearance. Do not push the guides hard up against the edge.

7. Move the Auxiliary Feed Rings respectively to a position around ½" inside from the sheet edge.



When folding very thin paper

It is advisable that the leading edge should be slightly curled up for better fold quality.

Slightly curl up

Poor fold

8. Press the Start Button to run the machine, and the Stop Button to stop folding. Folding automatically stops when paper runs out.

Note

For safety purpose, the machine will stop immediately whenever any of following actions is taken.

1. When any sheet is inadvertently inserted into the Manual Feed Inlet during Auto mode operation.
   Remove the sheet, and press the Start Button to resume the operation.

2. When the Manual Feed Cover is opened during Auto mode operation.
   Close the cover, and press the Start Button to resume the operation.

3. When the Manual Knob is pressed in during Auto mode operation.

4. When any button is pressed during Auto mode operation.
   Remove paper remaining in the machine by turning the Manual Knob while holding it in.

3. Manual Mode

Make sure that the Auxiliary Feed Table is closed, and the Receiving Tray is fully pulled out.
Do not insert paper in thickness equivalent to more than three sheets of 20LB Bond.
Do not insert paper with a clip. Failure to do so may damage the folding rollers and cause premature deterioration.

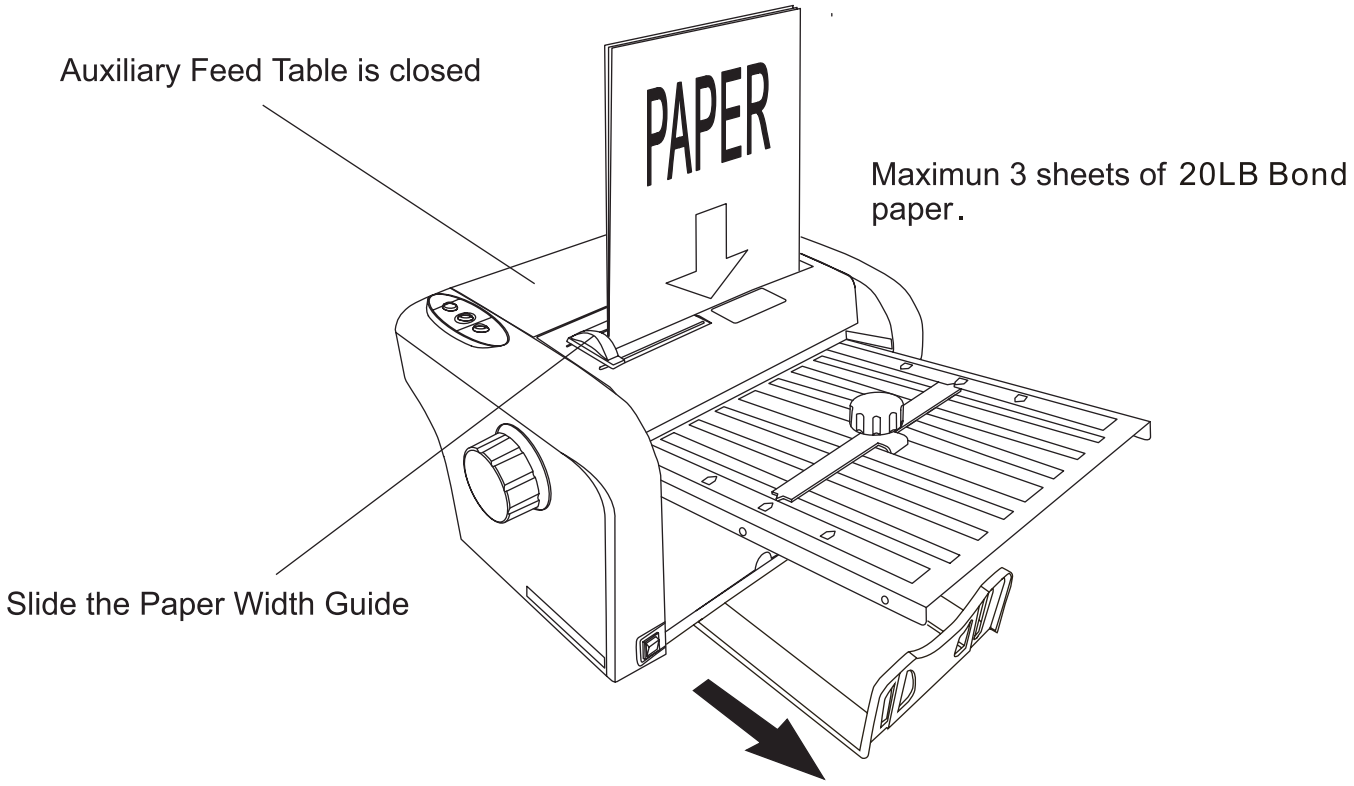
1. Turn on the Power Switch.

2. Position the Fold Stop referring to the Folding Instruction.

3. Select folding speed according to the weight of paper.

4. Slide the Paper Width Guide to the width of paper.

5. Insert paper along the guide into the Manual Feed Inlet.
   About two seconds later the machine starts automatically.



Note

1. When paper jams during Manual mode operation, the machine stops few seconds later. Clear the jammed paper, and press the Stop button to reset the machine.

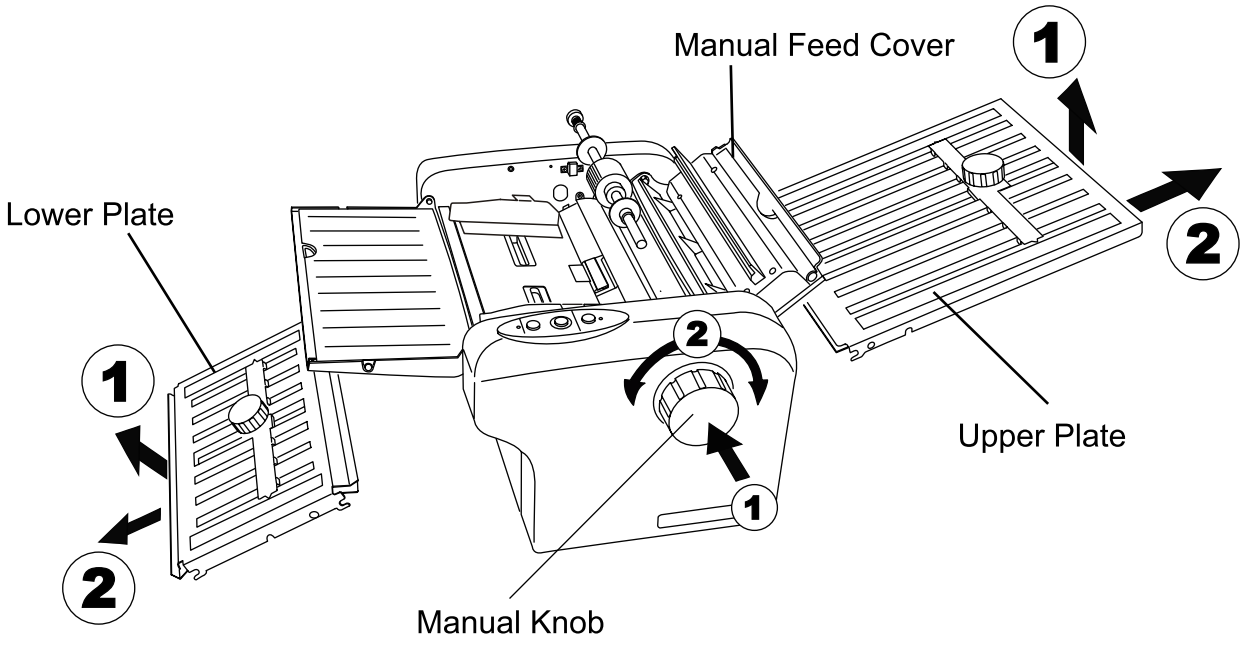
2. If you pull out paper from the inlet before the machine starts, the machine will not start. Press the Start Button to reset the machine.

4. Clearing paper jams

1. Turn off the power.

2. While holding in the Manual Knob, rotate it in either direction to eject jammed paper.

3. If Step 2 does not clear the jam, remove the Upper or Lower Plate, or open the Manual Feed Cover.



1. Daily Care

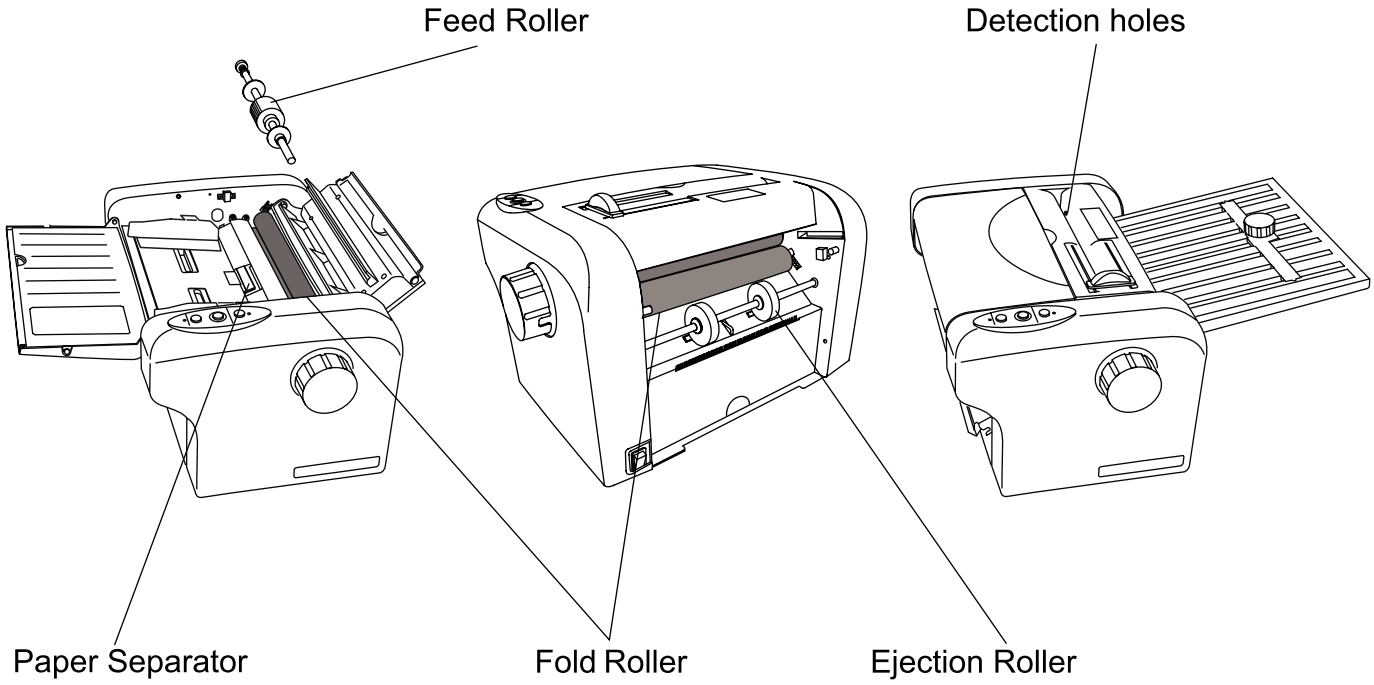
While running the machine for a long time, paper dust and ink may accumulate on some parts, which may lead to malfunction.

CAUTION

Be sure to turn the power Off before cleaning.

1. Clean off paper dust on the detection holes in the inlet with a soft brush.
2. Remove the Upper and Lower Plates, and open the Manual Feed Cover.
3. Remove the Paper Feed Roller unit by pushing it aside, disengaging the other end.
4. Clean the folding rollers (three rubber rollers), Ejection Rollers, Feed Roller, and Paper Separator with a cloth moistened with MBM Roller Wash.

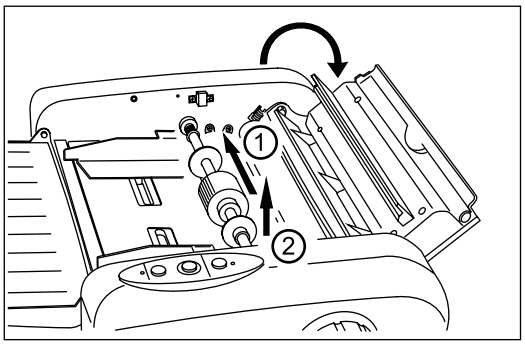
Note: When placing the Paper feed roller unit back into position, make sure that both ends of the shaft engage with the different shape of holes.



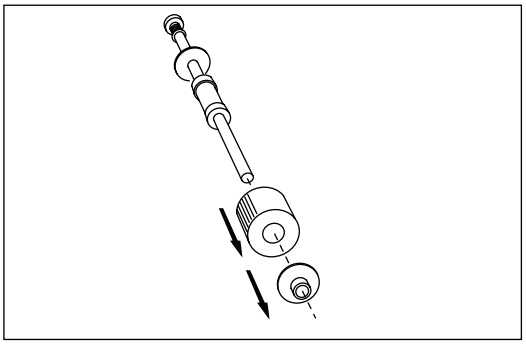
2. Replacement of worn parts

1. Paper feed roller

Open the Manual Feed Cover. Remove the Paper Feed Roller unit by pushing it in, disengaging the other end.

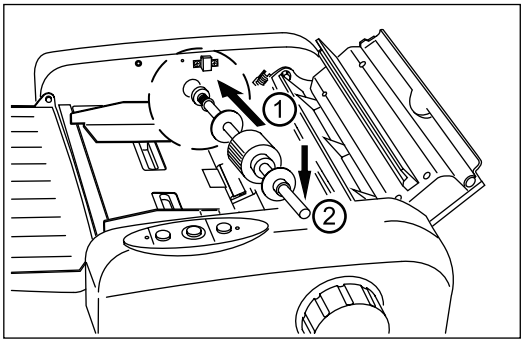


Pull out the Feed Roller and replace it with a new Feed Roller.



Reverse the steps, reinstalling the Paper Feed Roller unit.

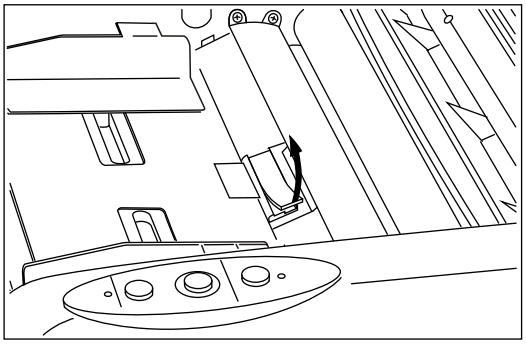
Make sure that both ends of the shaft engage with the different shape of holes.



2. Paper Separator

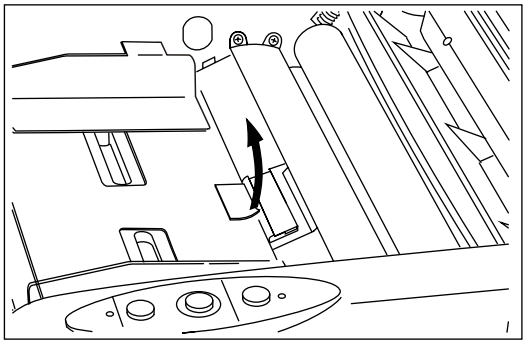
Open the Manual Feed cover. Remove the Paper Feed Roller.
Peel off the Paper Separator with a tool with a sharp edge as shown.

Replace it with a new Paper Separator.



3. Pad

Peel off the Pad as shown and replace with a new Pad.



Troubleshooting

Trouble	Possible Cause	Remedy
Machine does not operate. (Power Lamp lights up.)	Paper Jam	Clear jammed paper.
	Upper/Lower Plates secured improperly.	Make sure that each Plate is seated firmly parallel to Fold Plate Guide line.
	Manual feed cover open	Close the cover.
	Manual Knob position	Push and pull the Manual Knob again to make sure the knob is at it's initial position.
Machine does not operate. (Power Lamp is off.)	Power cable plugged into outlet	Plug it correctly.
	Blown Fuse	Replace it with same type and rating of fuse.
	Paper Jam	Turn off the power, and turn it back after a few minutes.
Machine stopped during operation.	For safety purpose, any of following stops machine Opening Manual Feed Cover Pressing Manual Knob down Inserting paper into Manual Feed Inlet Touching Start key, Stop key, or Speed key	Refrain from doing such things.
	Paper Delivery Sensor pressed	Remove paper over Paper Delivery Sensor.
	Paper has jammed, and rocked machine.	Clear jammed papers, then turn off power switch once, and turn it back after three seconds.
Fold Quality is poor.	Paper fed skewed in Auto mode	Adjust side guides correctly.
	Paper fed skewed in Manual mode	Adjust Paper width guide correctly, and feed paper straight down.
	Curled or damp paper	Refrain from using these papers.
Machine does not operate in manual feed mode.	Clear paper from inlet	Press Start Button.
	Machine placed in direct sunlight	Remove from direct sunlight.